

Signing Authority Delegation Procedures

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Objective

To outline the process to **Temporarily** delegate one's Signing Authority when on a short-term leave to ensure business continuity. These procedures apply to both Contract Authority and Spend Authority as outlined in the Signing Authority Policy.

Who This Procedure Applies To

This Policy applies to the Board of Governors and BCIT employees.

Definitions

The following definitions apply to the Policy and these associated procedures.

Allocated Spend Limit: the maximum amount per Single Transaction that an Employee with Spend Authority is able to approve.

Annual Budget: the annual budget approved by the Board of Governors for expenditures related to BCIT.

Board of Governors: refers to the BCIT Board of Governors.

Budget: the amount of funds allocated to a functional area such as Board of Governors approved business cases, Annual Budget as allocated by the President, and restricted funds.

Contract Authority: the authority to execute Contracts on behalf of BCIT. It is distinct from Spend Authority.

Contract: a written agreement between two or more parties creating legally enforceable obligations.

Employee: means a BCIT employee.

Executive Committee Member: means all Vice Presidents who report directly to the President.

Expenditure: a payment of funds, or an obligation to pay funds, made on behalf of BCIT.

Management Employee: a BCIT employee who is not governed by a collective agreement.

Signing Authority: the authority, encompassing Contract Authority and Spend Authority, delegated to persons within BCIT by virtue of their position.

Single Transaction: the Purchase Requisition or invoice value before applicable taxes.

Spend Authority: is the authority to approve Expenditures. It is distinct from Contract Authority.

Temporarily: a limited period, no longer than six months, with known start and end dates.

Procedures

1. Delegation of Contract Authority

- 1.1. Employees granted Contract Authority, as set out in Schedule A to Policy 2502, Signing Authority, may delegate their Authority when on a short-term leave by Temporarily appointing another Management Employee to their position in an acting capacity.
- 1.2. The Employee holding an acting position will have the same Contract Authority as the person making the delegation.
- 1.3. The Employee holding the acting position who receives a delegation of Contract Authority cannot further delegate this authority to others.
- 1.4. The Employee who delegated the Contract Authority remains ultimately responsible for all Contracts executed by the delegates.
- 1.5. The delegation must be assigned in writing, with start and end dates.

2. Delegation of Spend Authority

- 2.1. Employees assigned Spend Authority by the President or Executive Committee Member may delegate their authority to approve Expenditures when on a short-term leave by Temporarily appointing another full-time Employee to their functional area in an acting capacity.
- 2.2. The delegation of Spend Authority remains subject to the amounts allocated in Budgets and within Allocated Spend Limits.
- 2.3. Delegation must be done Temporarily, with start and end dates.
- 2.4. The Employee holding an acting position will have the same Spend Authority as the Employee making the delegation.
- 2.5. Employees delegating Spend Authority remain ultimately responsible for all Expenditures approved by their delegates.
- 2.6. Subject to Section 2.7 below, delegation of Spend Authority must be assigned through the applicable financial system, such as the Purchase Requisition system or employee travel and expense reimbursement system, provided the system has a delegation function.
- 2.7. If the applicable financial system does not have a delegation function then delegation must be assigned in writing, with start and end dates. A copy of the written delegation must accompany all signed invoices being submitted to Accounts Payable for payment.

Forms Associated with This Procedure

None

Amendment History

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2023 Dec 05: In Force

Scheduled Review Date

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